

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.K0097232	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Procurement Officer II		
3. Division Office of Grants and Contracts			12. Proposed Class Title		Position Number
4. Section Purchasing	For  Use  By  Personnel  Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) Topeka Shawnee City County		15. By	Approved		
7. (circle appropriate time) X Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Brent Whitten	Procurement Officer III	K0224343

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Brent Whitten	Procurement Officer III	K0224343

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Position performs buying assignments of a complex analytical nature requiring an extensive knowledge of purchasing policies, procedures and guidelines.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
40%		Performs advanced technical, contract administration and other procurement related activities as required to obtain a broad range of goods and services at the lowest possible cost consistent with the excepted and necessary standards for quality and service within delegated authority in accordance with state purchasing policies, laws and regulations. In support of this, the incumbent shall review purchase requisitions: determine method of procurement; investigate sources of supply; develop product standards and specifications; prepare requests for quotes; solicit bids; evaluate and analyze bids to determine those responsible bidders; recommended awards or make (within delegated authority in accordance with established procedures, methods and policies. Duties are performed under minimal supervision allowing for considerable latitude for independent judgment on the methods used to determine agency needs and obtain the goods or services required. Routine for reviews and consultations was supervisor guarantee the effective and efficient performance of duty
40%		The incumbent shall conduct activities not elsewhere specifically defined which are necessary in the accomplishment of agency purchasing operations. In support of this, the incumbent shall assist in the development and implementation of policies and procedures involving acquisition of goods and services; plan, coordinate and participate in regular or special meetings or conferences with agency personnel, other state agencies and vendors, and execute assignments connected therewith; assist users in defining solutions to realize their goals; administer assigned purchase orders and contracts to affect timely, accurate and complete delivery of materials/services from the supplier, i.e., communications by telephone and/or written correspondence concerning over shipments, under shipments, damaged materials, substitutes, and back orders, incorrect billings, etc. The incumbent will work in the SMART Financial Management System to initiate, approve, verify and track purchase requisitions, purchase orders, payments and delivery of items purchased.
10%		This position also works with Task Proposal Requests (TPR) to obtain various services and products. This requires a great deal of communication between outside vendors and DCF staff (mainly ITS). During the TPR process questions are asked of DCF ITS by the vendors and negotiations/interviews take place. The incumbent must maintain a good report within DCF and with the vendors. The incumbent's position in these negotiations are to verify that DCF and vendors stay within the Kansas Department of Administration Procurements and Contracts policies and procedures.
10%		The incumbent shall perform related work as required to support the various activities of the agency.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.

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( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
( ) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Purchasing activities, from the initiation, preparation and processing of a requisition to the receipt and acceptance of the livery must be performed dependably, with a low frequency of error. The results contribute directly to the timely flow of procurement needs and coordinating services required by this agency to avoid serious disruption of agency activities. For example, agency personnel cannot execute duties unless materials and equipment are required in an efficient manner and retained in a timely basis.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Extensive communication is made with agency personnel, other state agencies and vendors during processes such as: determining user needs, developing specifications, investigating sources of supply, contract administration, accumulating information for mailing reports and records, quality assurance, follow-up, and expedition of purchases and procedures for acceptance of damaged materials. Communication levels may vary from total cooperation to tactfully diffusing delicate situations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The first is predominantly sedentary and requires minimal or negligible physical exertion. Employees normally seated; however, the nature of the work allows for periods of standing or walking at will. The work environment involves normal everyday hazards or discomforts of offices, meeting and training rooms, or libraries. Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: calculator, computer, copier, telephone.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Two years of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined by the agency.

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Education or Training - special or professional

Any combination of five years' experience in procuring goods and services or contract negotiations and contract management.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date